

REQUEST TO INSPECT AND/OR COPY
PUBLIC RECORD(S) OF THE
DEPARTMENT OF ADMINISTRATION

A. DIRECTIONS

1. The following must be completed and signed by the person requesting access to Public Records of the Department of Administration.
2. If a business entity is requesting access to Public Records, please include both the name of the business entity and name of the person completing this form and his/her name.
3. Completed forms must be delivered or mailed to the Department of Administration, One Capitol Hill, Providence, Rhode Island 02908.

B. IDENTIFICATION OF PERSON MAKING REQUEST

1. NAME: _____
2. BUSINESS: _____
3. OFFICE OR TITLE: _____
4. ADDRESS: _____
5. TELEPHONE NUMBER: _____

I declare that the information requested herein will not be used to solicit for commercial advantage over the party furnishing the information to the Department of Administration.

I further declare that while inspecting original documents of the Department, I will not remove, damage, or in any alter any original document temporarily in my possession.

DATE: _____

SIGNATURE/TITLE _____

C. IDENTIFICATION OF DOCUMENT(S) REQUESTED

1. TITLE OF DOCUMENT(S): _____

2. GENERAL DESCRIPTION OF SUBJECT MATTER OR DOCUMENT(S):

D. SCOPE OF REQUEST – (Please check one)

1. REQUEST TO INSPECT ONLY _____

2. REQUEST TO INSPECT AND OBTAIN COPIES _____

E. ACCESS REQUESTED UNDER AUTHORITY OF COURT ORDER

If requesting to inspect/copy any document or documents, the disclosure of which by the Department of Administration is mandated by court order, please identify:

1. THE COURT ORDER RELIED UPON: _____

2. FOR EACH DOCUMENT REQUESTED, THE SPECIFIC PROVISION OF THE COURT ORDER MANDATING ITS DISCLOSURE: _____

(Use reverse if more space required).

F. STATEMENT OF FEE FOR RETRIEVAL AND/OR COPYING

The Department of Administration may charge a fee of fifteen cents (\$0.15) per page and an hourly rate of fifteen dollars (\$15.00) per hour for time spent searching and copying. If the time spent in searching and copying is less than thirty (30) minutes no fee for search and retrieval shall be charged. Copies on paper larger than 8.25" x 14", or made available on media different than that on which the information is stored, will be charged at the actual production and/or reproduction cost.

FOR USE BY THE DEPARTMENT OF ADMINISTRATION ONLY

ACCESS01

DATE RECEIVED: _____